

ACADEMIC REGULATIONS

Academic Year

Troy University operates on the semester system. Some courses are offered on an accelerated semester schedule/term.

Associate Degrees

Degree Requirements

In order to receive the associate degree, students must complete all course requirements for the degree. An associate degree cannot be declared if a baccalaureate degree has been awarded in the same program.

Credit Hours

The student seeking an associate degree must meet the following requirements:

1. A minimum of 60 semester hours.
2. At least 50% of the degree program must be traditional academic credit (excludes credit by correspondence, challenge exams, etc.).
3. No more than 25% of the degree may be earned using portfolio-based credit. (See Specialized Curricula-Experiential Learning Credit.)
4. At least 25% of the credit hours required for the degree must be completed in residence with Troy University. See the Academic Evaluation available on Trojan Web Express.
5. Nine semester hours must be completed in residence at Troy University in the major area of concentration. (See *Residency* for additional information.)

Grade Point Average

1. A candidate for graduation must have an overall institutional average of C (2.0 GPA).
2. A candidate for graduation must have an overall cumulative average of C (2.0 GPA).
3. A candidate for graduation must have an overall average of C (2.0 GPA) in the concentration.

Second or Subsequent Associate Degrees

The following policies apply:

1. No more than one Associate of General Education degree may be earned.
2. Credit earned in a concentration or major may be used to meet the requirements of only one associate degree.
3. Credit earned in a concentration or major may not be used retroactively to satisfy the requirements of another associate degree.
4. Only one degree will be conferred on a student for any term/semester.

Requirements

Complete the first degree as certified by the registrar.

1. Declare a new program of study after the first degree has been certified as completed by the registrar.
2. Earn an additional 15 semester hours in residence in the declared program (see residency credit)
3. File an Intent to Graduate form at www.troy.edu/graduation/html in accordance with the published deadlines.
4. Meet all current requirements for the second or subsequent degree. An associate degree cannot be declared once a baccalaureate degree has been awarded in the same program.

Attendance Policy

Students receiving financial assistance are required to attend classes according to the regulations for financial assistance benefits in addition to those regulations required for the course.

Faculty members may levy academic penalties upon unexcused absences; however, such penalties for unexcused absences will be a part of each course syllabus and will be distributed to each class at the beginning of each class and a copy filed in the departmental office.

Auditing a Course

A student may audit any Troy University course by indicating audit at the time of registration. No credit will be given, and fees will be assessed based on the audit credit-hour rate. Audit hours are not counted in maximum or minimum load limits. Students are not permitted to change from audit to credit after the last day to add a course, or from credit to audit after the last day for dropping a course.

Baccalaureate Degrees

Note: Students earning a degree in the College of Education should refer to the Education section for requirements.

Degree Requirements

In order to receive the baccalaureate degree, the student must complete all requirements for the degree.

Credit Hours

The student seeking a baccalaureate degree must meet the following requirements:

1. A minimum of 120 semester hours.
2. At least 50% of the degree program must be traditional academic credit (excludes credit by correspondence, challenge exams, etc.).
3. No more than 25% of the degree may be earned using portfolio-based credit. (See Specialized Curricula-Experiential Learning Credit.)
4. At least 25% of the credit hours required for the degree must be completed in residence with Troy University. (See the Academic Evaluation available on Trojan Web Express.)
5. Twelve semester hours of work in each major field must be completed in residence with Troy University. (See *Residency* for additional information.)
6. A minimum of 50% of all degree program hours must be completed on a senior college (four-year degree) level.

Grade Point Average

1. A candidate for graduation must have an overall institutional average of C (2.0 GPA).
2. A candidate for graduation must have an overall cumulative average of C (2.0 GPA).
3. A candidate for graduation must have an overall average C (2.0 GPA) in each major field.

Second or Subsequent Baccalaureate Degrees

In order to earn a second or subsequent baccalaureate degree, a student must:

1. Complete the first degree as certified by the registrar.
2. Declare a new program of study after the first degree has been certified as completed by the registrar.
3. Earn an additional 30 semester hours in residence in the declared program (see residency credit.)
4. Earn a minimum of 12 semester hours (beyond the previously earned degree) in the major field.

5. File an Intent to Graduate form at www.troy.edu/graduation/html in accordance with the published deadlines.
6. Meet all current requirements for the second or subsequent degree.

Students With a Completed Bachelors Degree

Some or all General Studies requirements may be waived for the TROY **bachelor** degree programs for students who have earned a previous bachelor's degree **in transfer** from a regionally accredited institution provided the General Studies courses are not direct prerequisites for courses needed at TROY for the selected associate degree program or are not directly specified for the student's major/program. Regardless of any waived coursework, all residency requirements for TROY (minimum 25% of degree hours) and in the major/concentration area (minimum 12 hours) must still be met. All requests for waivers must be communicated to the appropriate Troy University campus registrar prior to beginning any Troy University course work toward this bachelor's degree.

Institutional Assessment of Student Academic Performance

Troy University is committed to the continual improvement of its educational programs. The University periodically conducts assessments of student outcomes; therefore a student can expect to participate in academic outcomes assessment activities during his or her time of enrollment.

Class Section Cancellation

The institution reserves the right to cancel any class section for insufficient enrollment.

Classification

| <i>Hours Earned</i> | <i>Classification</i> |
|---------------------|-----------------------|
| Less than 30 | Freshman |
| 30-59 | Sophomore |
| 60-89 | Junior |
| 90 or more | Senior |

Credit Definitions

Regular Credits

College credits are expressed in semester hours or credit hours.

Credit Hour

A credit hour at TROY equals not less than one hour of classroom or direct faculty instruction for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time.

Laboratory Credits

Two hours of laboratory work are usually accepted as the equivalent of one hour of regular class work. The actual number of hours is determined in order to satisfy the course objectives.

Credit by Examination

Credit is allowed for CLEP, General and Subject Examinations, the Advanced Placement program, IB, AICE, and DANTES examinations as approved by the Academic Council and department chairs. The number of credits allowed for satisfactory performance on the general examinations may be reduced by the amount of credit the student has previously earned in the subject matter areas covered by the examinations.

Some departments of the University have developed challenge examinations in areas which, with approval of the Academic Council, can be used in lieu of certain required courses. Consult the appropriate department chairs for additional information.

Experiential Credit

Troy University recognizes that learning equivalent to the college level can occur outside the formal structure of accredited colleges and universities. Policies and procedures have been established for the assessment of this learning based upon the "Principles of Good Practice in Assessing Experiential Learning" recommended by the Council for the Adult and Experiential Learning (CAEL).

In addition, credit as recommended by the American Council on Education may be granted for learning acquired through military, industrial, or regionally accredited technical school training programs where the learning is applicable to the student's degree program.

Experiential credit is considered non-traditional credit and will be posted only after the student has satisfactorily completed 12 semester hours of undergraduate credit with Troy University and has attained unconditional admission status.

Provisional Credit

If a student meets regular admission standards and has earned college level courses at an unaccredited institution of higher learning, the student may be given provisional credit. However, the credits will not be considered for acceptance until the student has completed 24 credit hours at Troy University. Credits will be reviewed by the dean of the discipline and the Records Office. A determination will be made based on (1) the unaccredited institution's affiliation with the Commission on Recognition of Post Secondary Accreditation; and/or (2) acceptance of credit by at least three other accredited institutions located in the area of the unaccredited institution.

Transfer Credit

Transfer credit is defined as college credit that was earned at a regionally accredited institution and is transferable and accepted for credit toward degree programs at Troy University, and credit recommended by the American Council on Education.

In addition, credit as recommended by the American Council on Education may be granted for learning acquired through military, industrial, or regionally accredited technical school training programs where the learning is applicable to the student's degree program.

See the Admissions chapter of this catalog for more information regarding transfer credit.

Transient Credit

A currently enrolled student who wishes to study at another institution for a term should consult with the Records Office concerning procedures and required approvals. Any courses taken by a student after the initial registration with Troy University must have prior approval by the University, and transient hours must be included with the student's semester load for load-limit purposes. If a student takes coursework at another institution without proper transient authorization, the University reserves the right to deny credit for these courses. No more than six semester hours of credit may be taken as Transient after the last term of enrollment with Troy University.

Course Sequences

In general, students should take all required courses in their plan of study in the appropriate numeric sequence when possible, unless otherwise stated in this catalog or by the student's assigned advisor. Courses and programs that have prerequisite requirements must not be attempted until the necessary prerequisites have been satisfactorily met.

Advanced Courses

Advanced courses are courses at the sophomore level or above.

Upper level courses

Upper level courses are courses at the junior level or above.

Numeric course sequencing

- 0090 sequence: Developmental courses (*do not count toward degree requirements*)
- 1100 sequence: Freshman level (*exceptions noted in course descriptions*)
- 2200 sequence: Sophomore level
- 3300 sequence: Junior level
- 4400 sequence: Senior level
- 5500 sequence: Graduate courses (*open to seniors by permission*)
- 6600 sequence: Graduate students only
- 7700 sequence: Education Specialist students only
- 8800 sequence: Graduate students only—doctoral level

Credit Load Calculation**Definitions**

- A “semester” is defined for hour limit purposes as 16 weeks of class meetings.
- A “term” is defined for hour limit purposes as up to a nine week period of class meetings.
- A “session” is defined for hour limit purposes as up to nine weeks of class meetings within a semester.

Fall, Spring, and Accelerated Semesters/Terms

- Minimum Full-Time Undergraduate Load: 12 semester hours (six semester hours for accelerated semester schedules)
- Maximum: 18 semester hours (10 semester hours for accelerated semester/term)
- Overload: 19-21 semester hours (11-13 semester hours for accelerated semester/term schedules) Credit overload requires unconditional admission status, a minimum institutional GPA of 3.5, recommendation of the student’s academic adviser, and signature of the department chair, or designee. Troy Campus student overloads require the signature of the Associate Provost/Dean of Undergraduate Studies.
- Students on academic probation: Limited to 13 semester hours (seven semester hours for accelerated semester schedules)

Summer Semesters (Alabama Campuses)

- Minimum Full Time Undergraduate Load: Nine to 12 semester hours (over the entire summer). Students are advised that full-time status for federal financial assistance is 12 semester hours.
- Maximum: 13 semester hours
- Overload: 14-15 semester hours. Credit overload requires unconditional admission status, a minimum institutional GPA of 3.5, recommendation of the student’s academic adviser, and signature of the department chair. Troy Campus student overloads require the signature of the Associate Provost/Dean of Undergraduate Studies.
- Students on Academic Probation: Limited to 10 semester hours.

Important note regarding concurrent enrollment: Within the beginning and ending dates of a fall or spring semester, concurrent enrollment in the semester and any terms may not exceed 18 hours. Enrollment in more than 18 hours requires a student to meet the University policy for an overload.

Concurrent enrollment in the summer semester and any terms may not exceed 13 hours. Enrollment in more than 13 hours requires a student to meet the University policy for an overload.

The maximum number of overload hours for any fall or spring semester block of time is 21.

Drop

A student who wishes to reduce, but not entirely eliminate, his or her credit load may drop a course. Students may drop a course or courses online via Trojan Web Express, or submit a request in the Record’s Office.

The last day to drop a course will be assigned for each term, session or semester based on 65% completion of the length of the course. Dates will be published in the Academic Records web page (www.troy.edu/records). The 65% rule also applies to international teaching locations.

- ***From Early Registration through Late Registration-Free Course Schedule Adjustment Period***

Students may drop a course or courses during the Free Course Schedule Adjustment Period. Tuition and refundable fees will be returned.

- ***From the end of Late Registration (Free Course Schedule Adjustment Period) through the last day to Drop***

A non-punitive grade of DR will be assigned up until the last day to drop, as posted in the Schedule of Classes and on appropriate web pages. **Students may not drop after the deadline.** Any student who fails to do so will be assigned a grade.

Extenuating circumstances such as military deployment must be properly documented before an exception can be considered.

Grade Appeals

Faculty members have the authority to grade student work and to assign grades; these are academic judgments. A faculty member’s syllabus enumerates student academic performance expectations and consequences. Faculty members render academic judgments when a student’s academic performance violates established standards or fails to meet stated expectations. Academic judgments, made by faculty, are based on academic content, course requirements, and student performance. Students may not appeal grades based on allegations concerning the competence of a faculty member, the fairness of examinations, the difficulty of a course, or other matters of a purely academic nature. Grades for individual assignments and exams may not be appealed. While it is recognized that faculty hold the right and responsibility to grant a grade, a student who receives a course grade that he or she believes to be unwarranted for reasons other than those listed above may appeal that grade using these stated procedures.

Step 1. Within the first four weeks of the start of the following term or semester in which the grade is received, the student shall have informally appealed the grade to the instructor. If that instructor is not teaching at Troy University during the term following issuance of the grade, the student will make contact with the instructor through the department chair to informally appeal the grade. In the case of a course taught through Global Campus or eCampus, students should contact their home campus to determine the person designated by the appropriate college dean to assist the students with their appeals.

Step 2. If the issue is not resolved at this informal level and the student wishes to pursue the appeal, the student shall request in writing a meeting with the respective department chair. This request shall be addressed to the department chair and shall be received no later than the end of the fifth week of instruction for the term or semester following issuance of the grade. The request must summarize the student’s complaint and the student’s informal appeal to the instructor. In the case of a course taught through Global Campus or eTROY, students should contact their

home campus to determine the person designated by the appropriate college dean to assist the students with their appeals.

Step 3. Within two weeks of receipt of the request, the department chair shall discuss the appeal with the student and with the instructor, separately or at the same time. If the department chair upholds the decision, the matter is closed. The decision is final.

Step 4. If the department chair does not support the decision of the instructor, the matter shall be appealed within two weeks of the department chair's decision to the designated associ-

| Grade | Description | Credit | Grade points per credit hour |
|-------|---|--------|------------------------------|
| A | Excellent | Yes | 4 |
| B | Above Average | Yes | 3 |
| C | Average | Yes | 2 |
| D | Below Average | Yes | 1 |
| F | Failure | No | 0 |
| AU | Audit | No | 0 |
| DR | Dropped course prior to the published deadline | No | 0 |
| FA | Failure to attend | No | 0 |
| I | Incomplete | No | 0 |
| FI | Course requirements not completed by end of time limit for course assigned an Incomplete. Assigned by registrar. (<i>Calculates as an F in the GPA</i>) | No | |
| NG | No grade reported by faculty at end of term (assigned by Registrar) | No | 0 |
| P | Pass | Yes | 0 |
| W | Withdrawal prior to the published deadline | No | 0 |

ate dean or dean of the college. The department chair will forward the appeal package to the designated associate dean or dean. The designated associate dean or dean will empanel three full-time faculty colleagues from the department and/or discipline to review the matter. *The decision of this panel shall be final and binding on all parties.*

Note: Students may not use this procedure to appeal grades resulting from violations of academic honesty. Students should refer to the Oracle, the University's official student handbook for those appeals.

Grade Point Average (GPA)

The grade point average is computed by dividing the number of credit hours attempted into the total number of grade points earned. The official transcript displays two GPA types: (1) The institutional GPA is based on hours attempted with Troy University only; (2) the Cumulative GPA is based on hours attempted with Troy University *and* transfer institutions.

Grading System

Note: Some grades, in addition to the F, calculate as an F in the grade point average.

Honors and Awards

Chancellor's Honor List

Full-time undergraduate students who are registered for 12 semester hours and who earn a grade point average of 4.00 qualify for the Chancellor's List, which is published at the end of each term. A Troy University part-time student who earns a 4.00 grade point average on 12 consecutive semester hours of credit will also be named on the Chancellor's List.

Provost's Honor List

Full-time undergraduate students who are registered for 12 semester hours and who have a grade point average of 3.65 or higher qualify for the Provost's List, which is published at the end of each term. A Troy University part-time student who averages 3.65 or higher on 12 consecutive semester hours of credit will also be named on the Provost's List.

Graduation with Honors

To be eligible for graduation honors, students must have earned a minimum of 30 semester hours of non-pass/fail work at Troy University prior to their final registration. Honors will be calculated based on the average of all hours attempted at Troy University and transfer credit, excluding any remedial courses.

Please note: Due to the unavailability of grades for the final semester during the time commencement programs are printed, honors designations are based on the grade point average earned through the previous academic term. Final academic honor designations are determined after grades have been posted. Final, official honor designations will be printed on the transcripts. Diplomas will be reprinted for students whose last term alters the honors designation.

Undergraduate honor students are awarded differentiated diplomas as follows:

- Cum Laude: Grade point average of 3.40
- Magna Cum Laude: Grade point average of 3.60
- Summa Cum Laude: Grade point average of 3.80

Inclement Weather and Emergency Situations

Both faculty and students are responsible for meeting all assigned classes. In the event of inclement weather, faculty and students will be expected to attend classes as usual as long as they may do so without risking peril to themselves or to others. During periods of inclement weather, faculty and students will not be penalized for absences dictated by perilous conditions. In severe cases of inclement weather or other emergency conditions, each campus will announce cancellation of classes through local and regional media as well as through the University's website.

As part of Troy University's efforts to provide accurate, timely information to our University community, the SOS communication system delivers emergency notices to a variety of electronic devices. To subscribe to SOS visit the SOS— Emergency Information Web page at www.troy.edu.

Incomplete Grade

This incomplete grade policy replaces all other incomplete grade policies as of August 9, 2012.

If a student is unable to complete all course grading requirements, the student may be eligible to request the assignment of an incomplete grade. An incomplete grade is not automatically assigned by the instructor, but must be requested by the student and approved by the instructor. The decision to approve or reject a student's request for an incomplete grade is at the discretion of the instructor using the following criteria:

- Student submits a completed "**Petition for an Incomplete Grade**" form prior to assignment of a course grade.
- Student's progress in the course is deemed satisfactory.

- Student is passing the course when the request is made.
- The circumstances that prevented the student's completion of course requirements are beyond the student's control, and adequate documentation is provided.

Time limit for removal of incomplete grade

Any student who receives an "I" must adhere to the deadlines set by the instructor for when required assignments must be received. The deadline must not exceed 9 weeks from the date of the end of the semester that the "I" was awarded. All set deadlines apply whether or not the student enrolls for the semester or term following the assignment of the incomplete grade. Work received on or before the instructor set deadlines will be graded and computed into the final course grade. The instructor will submit a "Change of Grade" form to the registrar on or before the last day to remove an Incomplete from the previous semester or term published in the university's master calendar. Student assignments not received by instructor's deadlines will not be graded and a "Change of Grade" form will not be submitted. If a "Change of Grade" form is not submitted by the appropriate time, the "I" will automatically be converted to an "FI". An "FI" is calculated as an "F" when determining grade point average.

Placement in Academic Courses

A student may be placed in an advanced section of a given subject area if the student's record indicates a high degree of achievement or if it indicates the student has successfully completed studies that should not be duplicated. Troy University does not accept placement exemptions granted by other institutions. For more information, students should consult their academic advisers and/or the respective academic departments.

Readmission

To be readmitted to the University, students who have been out of attendance with the University for one year or more must apply through the Admission's Office. The following categories are available:

1. **Former Students in Good Standing:** Troy University students who have been out of college for one year or more must apply for readmission before they will be permitted to register. Any student attending the Troy Campus who has not filed a Student Medical Record with the University Health Center within the last six months must submit a new Student Medical Record.
2. **Students Suspended from Troy University:** Students who have been suspended from Troy University must apply for readmission and may be readmitted under probation after serving suspension. However, students may appeal to the Senior Vice Chancellor of Academic Affairs or designee for readmission under certain mitigating circumstances to avoid suspension. Appeal forms are available in the Registrar's Office.

Registration

Students should register during designated registration times. Once students have registered for a course or courses, they have incurred a financial commitment which must be met. Students can pay their tuition on line by accessing the Trojan Web Express.

Students must be registered for all classes prior to attendance in these classes. If a student's name does not appear on a class roster, he/she may not sit in or otherwise attend the course.

Students who fail to attend a class without following drop/withdrawal policies will receive a grade of FA, and those students will still be charged full tuition and fees. Students with an outstanding balance will not be permitted to register for future terms.

Registration in Special Programs

1. Contract Program

Entering students who do not find a stated program which meets their specific needs should consult the department chair to discuss the possibility of a contract program, which normally consists of at least 30 hours of a regular academic major and 36 hours of agreed upon electives which contribute to the student's program of study, not to exceed 77 semester hours. All General Studies requirements must be met. See the appropriate department chair.

2. Accelerated Study for Superior Students

This opportunity permits enrollment in an accelerated or broadened program through registration for credit hours above the normal load. For specific credit loads permitted, see Credit Load.

3. Independent Study and Research

This program consists of several special study and research courses.

Guided Independent Research, Guided Independent Study, and Honors Independent Study are offered in various departments.

Guided Independent Research (course numbers 4491 and 4492, one to three credit hours per course): Undergraduate research with attention to critical evaluation of research techniques, methods and procedures. Prerequisite: Junior or senior standing with a minimum overall GPA of 3.0, permission of guiding professor, approval of the department chair and dean. A written request must be submitted to the department chair at least two weeks in advance of the term the research is to be undertaken; application forms are available in University Records. Guided Independent Research may be taken only in the applicant's major or minor field.

Guided Independent Study (course numbers 4493 and 4494, one to three credit hours per course): Supervised study through internship, field or laboratory projects, guided readings, creative endeavors, or achievement in specific skills. Prerequisite: Junior or senior standing, permission of guiding professor, approval of the department chair and dean. A written request must be submitted to the department chair at least two weeks in advance of the term in which the study is to be undertaken; application forms are available in the University Records.

Honors Independent Study (course number 4498, one to three credit hours per course).

4. Non-traditional Study

See Credit by Examination and Experiential Credit.

5. Off-campus Courses

Courses offered to groups of a minimum of 20 students, prepared on demand with approval of the provost. Students admitted to a Troy University off-campus course will be admitted on a conditional basis and must earn a minimum of 20 semester hours with a grade point average of 2.0 or better to be admitted as a regular student to the campus.

Repetition of Courses

Troy courses may be repeated once for grade forgiveness. The grade of the first repeat will be forgiven (not calculated in the GPA). The grades of courses repeated more than once will be calculated in the GPA. If the course being repeated is required for the program, then the last grade for that course must meet the program requirements.

Requirements for Graduation

Students must complete degree requirements within eight years after first entering Troy University or student will be moved to the current catalog. Students not attending Troy University for three consecutive calendar years must meet all degree requirements of the current Catalog at the time of readmission.

Filing for Graduation

An Intent to Graduate form must be filed according to the published dates. For more information, see the website at <http://www.troy.edu/records>.

Degree Plans / Academic Evaluations

Academic evaluations are available in the Record's Office. Unofficial academic evaluations are available to students on Trojan Web Express.

Residency**Residency Credits**

Effective Fall 2005, credit taken through any Troy University location will be counted as residency credit for graduation.

Residency Requirements

A candidate for graduation must have attended Troy University for at least two semesters and must have earned at least 25% of the degree in residence. This may include the semester in which graduation is scheduled. Certain exceptions may apply to RN-to-BSN students. These students should contact the Registrar for further information.

Any Troy University course for credit counts toward residency (excluding developmental courses and institutional credit English as a Second Language [ESL] courses).

Responsibility

It is the responsibility of every student to follow the standards and expectations contained in this catalog, as well as those in the student handbook, *The Oracle*. Failure to follow these standards and expectations may adversely affect student success and academic progress as well as their standing within the University.

Retention**Conditionally Admitted Students**

These students must earn a 2.0 or higher grade point average on the first 24 semester hours attempted or be dropped from program.

Unconditionally Admitted Students**Probation**

A student must earn or maintain a 2.0 average or higher or be placed on probation. A student on probation is limited to 13 semester hours (seven semester hours for accelerated terms) and must earn a minimum of a 2.0 average each subsequent term until the overall grade point average reaches the 2.0 level.

Suspension

A student on probation who fails to earn a term grade point average of 2.0 or higher will be suspended. A student's first academic suspension will be for one semester/term; the second suspension will be for two semesters/terms; and a third suspension will be for an indefinite period.

Suspension Period Regulations

Courses completed at any institution during a suspension period will not be accepted for credit. Students placed on indefinite suspension may petition for readmission following a period of 12 months.

Readmission after Suspension

A student returning after a suspension will be readmitted on probation. A student must earn or maintain a 2.0 average or higher while on probation. A student on probation is limited to 13 semester hours (seven semester hours for accelerated terms) and must earn a minimum of a 2.0 average each subsequent term until the overall grade point average reaches the 2.0 level. Failure to meet the 2.0 term/semester GPA will result in further suspension.

Suspension from all other colleges will be honored, including all Troy University locations.

Servicemembers' Opportunity College Program

As an affiliate member of the Servicemembers Opportunity College (SOC) network, Troy University is part of a group of member institutions selected by the military services to deliver specific associate and bachelor's degree programs to service members and their families. As such, TROY has agreed to special requirements and obligations that provide military students and their adult family members with opportunities to complete college degrees without suffering loss of academic credit due to changes of duty station.

Withdrawal

Also see "drop."

Withdrawal from the University is defined as a removal or withdrawal from all courses for the current semester and/or term. The student is no longer enrolled in any course(s).

The last day to withdraw will be assigned for each term, session, or semester based on 65% completion of the length of the course. Dates will be published in the Schedule of Classes and on the Academic Records web page (www.troy.edu/records). The 65% rule also applies to international teaching locations.

From Early Registration through Late Registration-Free Schedule Course Adjustment Period

Students who wish to withdraw from all classes prior to the last day of late registration must CANCEL their registration in writing through the designated withdrawal officer (DWO) listed on the Academic Records web page (www.troy.edu/records). Written cancellation does not require the completion of the withdrawal form or an exit interview. Tuition and refundable fees will be returned.

From end of Late Registration (Free Course Schedule Adjustment Period) through the last day to Drop

A student who wishes to withdraw from all courses for a current semester/term/session may withdraw with no academic penalty with a non-punitive grade of **W** until the last day to withdraw (posted in the Schedule of Classes and on appropriate web pages). Tuition and refundable fees **will be** charged during this period.

Students may not withdraw via Trojan Web Express. An official withdrawal form must be completed and processed before the student's withdrawal is considered final. The form may be accessed at www.troy.edu/records.

Students may not withdraw after the withdrawal deadline. Any student who fails to withdraw by the deadline will be assigned a grade (check with the Financial Aid department to determine how financial aid is calculated prior to withdrawing).

Extenuating circumstances such as military deployment must be properly documented before an exception can be considered.

DSST (DANTES SUBJECT STANDARDIZED TEST) SCORES

General Information

Troy University, as a leading provider of education to military service members, offers a variety of credit earned through **DSST** (DANTES SUBJECT STANDARDIZED TEST) scores.

Information regarding DSST tests, equivalent Troy University courses, and test scores needed for equivalency credit are available at: <http://trojan.troy.edu/records/assets/documents/DANTES.pdf>

Currently, courses are available for equivalency credit in several disciplines, including a number of General Studies Program requirements. Additionally, successful achievement on some DSST tests will generate Troy University general elective equivalency credit.

Application of DSST Credit

DSST credit cannot be awarded for any courses for which credit has already been earned.

Required Score

Students must meet the required score in effect as of the date of the exam.

Test Availability

Tests on this list may not always be available. The listing changes frequently.

Repeating an Exam

Students must wait six (6) months before retaking the same DSST exam.

Questions

Specific questions can be directed to the campus registrar for each Troy University location.

CLEP EXAMINATIONS

Troy University accepts a variety of CLEP exams. For more information, please contact the appropriate registrar.

| CLEP Exam Title | Troy University Course(s) | Hours | Required Score |
|---|--|-------|----------------|
| American Government | POL 2241 | 3 | 50 |
| American Literature | ENG 2211 and 2212 | 6 | 50 |
| Calculus | MTH 1125 | 4 | 50 |
| Chemistry | CHM 1142/L142 and 1143/L143 | 8 | 50 |
| College Algebra | MTH 1112 | 3 | 50 |
| College Composition (not modular) | ENG 1101 and 1102 | 6 | 50 |
| French Language, Level 1 | FRN 1101 and 1102 | 6 | 50 |
| German Language, Level | GER 1121 and 1122 | 6 | 50 |
| History of the United States I | HIS 1111 | 3 | 50 |
| History of the United States II | HIS 1112 | 3 | 50 |
| Humanities — General | ART 1133; MUS 1131; and literature course | 7 | 50 |
| Information Systems and Computer Applications | IS 2241 | 3 | 50 |
| Introductory Macroeconomics | ECO 2251 | 3 | 50 |
| Introductory Microeconomics | ECO 2252 | 3 | 50 |
| Introductory Psychology | PSY 2200 | 3 | 50 |
| Introductory Sociology | SOC 2275 | 3 | 50 |
| Natural Sciences — General | BIO 1100/L100 and SCI 2233/L233 | 8 | 50 |
| Principles of Management | MGT 3300 | 3 | 50 |
| Principles of Marketing | MKT 3300 | 3 | 50 |
| Pre-Calculus | MTH 1114 or 1115 | 3 | 50 |
| Financial Accounting | ACT 2291 | 3 | 50 |
| Social Science — General | General studies social science elective and unspecified elective | 6 | 50 |
| Spanish Language, Level 1 | SPN 1141 and 1142 | 6 | 50 |
| Western Civilization I | HIS 1101 | 3 | 50 |
| Western Civilization II | HIS 1102 | 3 | 50 |

Application of CLEP credit

CLEP credit cannot be awarded for any courses for which credit has already been awarded.

Required Score

Students must meet the required score in effect as of the date of the exam.

ADVANCED PLACEMENT (AP) EXAMINATIONS

Troy University accepts a variety of Advanced Placement (AP) exams. Students must have official score reports sent directly to the dean of enrollment services, Troy, Alabama, and make a request to have credit awarded through the appropriate registrar. Credit is not automatically awarded upon

| AP Exam Title | Troy University Course(s) | Required Score |
|--------------------------------|--------------------------------|----------------|
| American History | HIS 1111 | 3 |
| American History | HIS 1111 and HIS 1112 | 4 |
| Art (Studio) | ART 2201 | 3 |
| Art History | ART 1133 | 3 |
| Biology | BIO 1100 and L100 | 3 |
| Chemistry | CHM 1142, L142, 1143, and L143 | 3 |
| English Language Composition | ENG 1101 | 3 |
| English Literature Composition | ENG 1101 | 3 |
| European History | HIS 1101 | 3 |
| European History | HIS 1101 and HIS 1102 | 4 |
| French | FRN 1101 and 1102 | 3 |
| German | GER 1121 and 1122 | 3 |
| Government and Politics | POL 2241 | 3 |
| Latin | LAT 1131 and 1132 | 3 |
| Macro Economics | ECO 2251 | 3 |
| Calculus AB | MTH 1125 | 3 |
| Calculus BC | MTH 1125 and 1126 | 3 |
| Micro Economics | ECO 2252 | 3 |
| Music Listening | MUS 1131 | 3 |
| Music Theory | MUS 1102 and 1103 | 3 |
| Physics (B) | PHY 2252 and 2253 | 3 |
| Psychology | PSY 2200 and 2201 | 3 |
| Psychology | PSY 2201 and 2201 or PSY 2210 | 4 |
| Spanish Language | SPN 1141 | 3 |
| Spanish Language | SPN 1141 and 1142 | 4 |
| Spanish Literature | SPN 1141 | 3 |
| Spanish Literature | SPN 1141 and 1142 | 4 |
| Statistics | MTH 2210 | 3 |
| World History | HIS 1122 | 3 |
| World History | HIS 1122 and HIS 1123 | 4 |

Students must meet the required score in effect as of the date of the exam.

INTERNATIONAL BACCALAUREATE (IB) CREDIT

Troy University awards International Baccalaureate credit with the appropriate higher-level (H-L) examination score. After official scores have been received, evaluated and certified, eligible credit will be posted to the student's transcript. Credit is granted only for degree-seeking students at the undergraduate level. For more information, contact the appropriate registrar. IB credit will appear on the university transcript as a grade of P. Credit for IB credit is not calculated in the grade point average.

| IB Test | TROY Course(s) | Required IB Score | Credit Hours Awarded |
|-------------------|---------------------------------|--------------------------|-----------------------------|
| Biology | BIO 1100 / BIO L100 | 4 | 4 |
| General Chemistry | CHM 1142 / CHM L142 | 5 | 4 |
| Computing Studies | IS 2241 | 5 | 3 |
| Economics | 3 hours of free elective credit | 5 | 3 |
| English | ENG 1101 | 4 | 3 |
| | ENG 1101/ ENG 1102 | 5 | 6 |
| | ENG 1103 | 4 | 3 |
| | ENG 1103 / ENG 1104 | 5 | 6 |
| French | FRN 1101 | 5 | 3 |
| History-America | HIS 1111 | 4 | 3 |
| | HIS 1111/ HIS 1112 | 5 | 6 |
| | HIS 1113 | 4 | 3 |
| | HIS 1113/ HIS 1114 | 5 | 6 |
| History-European | HIS 1101 | 4 | 3 |
| | HIS 1101/ HIS1102 | 5 | 6 |
| | HIS 1103 | 4 | 3 |
| | HIS 1103 / HIS 1104 | 5 | 6 |
| Mathematics | MTH 1112, MTH 1125, MTH 1110 | 5 | 3 |
| Philosophy | PHI 2203 | 5 | 3 |
| Physics | PHY 2252 / PHY L252 | 5 | 4 |
| Psychology | PSY 2200 | 5 | 3 |
| Spanish | SPN 1141 | 4 | 3 |
| | SPN 1141 and SPN 1142 | 5 | 6 |

ADVANCED INTERNATIONAL CERTIFICATE OF EDUCATION (AICE)

Examination scores of A, B, C, D, E and U are awarded for A/AS Level Examinations. Scores of A–E are passing and credit can be awarded. Scores of U are not passing and no credit will be awarded. Official score reports must be submitted to the University in order for credit to be placed on the student's transcript. Credit will be awarded only once for the same subject, whether from credit by examination, dual enrollment, transfer credit or credit granted by Troy University.

Students are not required to earn the full Advanced International Certificate of Education (AICE) Diploma as individual GCE subject certificates for A/AS Level examinations passed are considered for transfer credit purposes.

GCE A/As Level examinations are offered by a number of Examining Boards Assessment and Qualifications Alliance, Edexcel, Oxford, Cambridge, RSA Examinations, Welsh Joint Education Committee, Northern Ireland Council for the Curriculum, Examinations and Assessment); subjects not presented in the table below will be reviewed on an individual basis.

English Language A/AS examinations for students whose native language is not English will be transferred as free electives only.

For courses not listed in the chart below, go to the following link: http://trojan.troy.edu/records/assets/ddocuments/GEC-A_AS.pdf

| AICE Exam Title | TROY Course(s) | Credit Hours Awarded |
|--------------------------------------|---|-----------------------------|
| Art and Design – A Level or AS Level | ART 1133 | 2 |
| Biology – A Level | BIO 1100, BIO L100, BIO 1101, BIO L101 | 8 |
| Biology – AS Level | BIO 1100, BIO L100 | 4 |
| Chemistry – A Level | CHM 1142, CHM L1142, CHM 1143, CHM L143 | 8 |
| Chemistry – AS Level | CHM 1142, CHM L142 | 4 |
| Computing – A Level or AS Level | IS 2241 | 3 |
| English Language – A Level | ENG 1101, ENG 1102 | 6 |
| English Language – AS Level | ENG 1101 | 3 |
| English Literature – A Level | ENG 2211, ENG 2212 | 6 |
| English Literature – AS Level | ENG 2211 | 3 |
| Mathematics – A Level | MTH 1112, MTH 1114 | 6 |
| Mathematics – AS Level | MTH 1112 | 3 |
| American History – A Level | HIS 1111, HIS 1112 | 6 |
| American History – AS Level | HIS 1111 | 3 |
| European History – A Level | HIS 1101 or 1122 HIS 1102 or 1123 | 6 |
| European History – AS Level | HIS 1101 or 1122 | 3 |
| Physics – A or AS Level | PHY 2252, PHY L252 | 4 |
| Psychology – A or AS Level | PSY 2200 | 3 |
| Spanish – A Level | SPN 1141, SPN 1142 | 6 |
| Spanish – A or AS Level | SPN 1141 | 3 |